

MINUTES OF THE REGULAR BOARD MEETING
OF THE PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF GLENWOOD, COOK COUNTY, ILLINOIS
HELD AT VILLAGE HALL September 20, 2022

Board Meeting was called to order at 7:04 PM by Mayor Ronald J. Gardiner. The audience was led in the Pledge of Allegiance.

ROLL CALL: Upon Roll Call by **Deputy Clerk**, Carolyn D. Williamson, the following Trustees responded: **Clark, Hadnott, Hart, Lynch (On Phone, call dropped at 7:24 p.m.) and Winston**

REMOTE PARTICIPATION The meeting was conducted at Village Hall; **Trustee Hadnott** moved the motion to approve remote participation for **Trustee Lynch, Trustee Hart** seconded the motion.

Upon Roll Call: Ayes: 4 Naes:0; Recues: 1 Absent: Abstain: 0

Ayes: Clark, Hadnott, Lynch Winston

Naes: 0

Recues: 0

Absent: Dawson

Abstain: 0

Motion Approved: Yes

ALSO IN ATTENDANCE: Brian D. Mitchell, Village Administrator; Kevin Welsh Fire/Building; Chief Peddycord Police, Cynthia Smith, Finance Director; Village Treasurer, Carmen Hopkins, Phillip Robbins, Glenwoodie Golf Course, Dave Shilling, Village Engineer

ABSENT: Trustee Dawson, (Trustee Lynch's call dropped at 7:24 p.m.)

OFFICE OF VILLAGE CLERK

MOTION TO APPROVE REGULAR BOARD MEETING MINUTES of September 6, 2022

Trustee Hart made the motion to approve; **Trustee Winston** seconded the motion.

Upon Roll Call: Ayes:5 Naes:0; Recues: 0 Absent:1 Abstain: 0

Ayes: Clark, Hadnott, Hart, Lynch, Winston

Naes: 0

Recues: 0

Absent: Dawson

Abstain: 0

Motion Approved: Yes

TREASURER'S REPORT

**1) MOTION TO APPROVE BILLS PAYABLE AS PRESENTED BY
TREASURER, CARMEN HOPKINS**

Bills Payable – Corporate \$158,066.10, Water \$150,051.53,
Foreign Fire Insurance \$192.31
Glenwoodie Golf Course \$5,519.49, TIF State Street
\$1,404.00, Tax Inc. Finance Fund \$2,720.25, TIF North
\$497.25, TIF Halsted South \$7,244.25, **Total All Funds
\$325,695.18**

Trustee Hart moved the motion; **Trustee Hadnott** second

Discussion: Trustee Hadnott had a question regarding Legal Services for an Investigation and a Social media charge. VA Mitchell was able to satisfy his questions.

Trustee Winston also had a question regarding the legal service item. He had such questions as is it ongoing, what is the budget and a vote for this law firm company?

Mayur Gardiner stated to Trustee Winston this item will be addressed in closed session.

Trustee Winston also raised a question regarding an ACH payment which was paid after the due date. **Finance Director Smith** stated there were no late charges on the payment. The late fee did not start until the 6th.

Trustee Hart thanked **Finance Director Smith** and team for the attention given to the Bills Payables. Trustee Hart stated that everything balanced.

Upon Roll Call: Ayes: 4 Naes:1; Recues: 0 Absent:0 Abstain: 0

Ayes: Clark, Hart Hadnott, Winston

Naes:

Recues: 0

Absent: Dawson, Lynch

Abstain: 0

Motion Approved: Yes

**2) MOTION TO APPROVE PAYROLL AS PRESENTED BY
TREASURER, CARMEN HOPKINS**

Payroll as of the date September 7, 2022, Corporate in the amount of \$106,552.00,
Sewer & Water \$14,373.00, Glenwoodie \$31,399.00, Paid on Call \$26,143.00, **OVERTIME:** Police \$15,403.00, Sewer & Water \$525.00, Public Works OT \$283.00
TOTAL PAYROLL \$194,678.00

Trustee Winston made the motion; **Hadnott** seconded the motion.

Discussion: **Trustee Winston** noted concerns with payroll and payroll processes; requested auditor to conduct a payroll audit. He states he has no confidence in the payroll system due to previous issues from the past payroll. He also states for Internal control reasons and the management letter from last year, the payroll system should be audited. **Trustee Hadnott** stated at the last Board meeting the denial of payroll was just an exercise. He also stated the Board should not hold up funds for the entire staff just because a few people had payroll issues. **Trustee Hart** suggested this issue be addressed in Closed Session to determine as a Board on how to proceed with this issue. She also states the issues with payroll are due to the Administration and Internal controls and not Sikich.

Trustee Winston made a motion to **table** payroll until after the Closed Session. **Trustee Hadnott** seconded the motion.

Upon Roll Call: Ayes: 4 Naes:0; Recues: 0 Absent: 2 Abstain: 0

Ayes: Hadnott, Winston,

Naes: Clark, Hart, *Gardiner

Recues: 0

Absent: Dawson, Lynch

Abstain: 0

Motion Approved: No

Trustee Hart made a motion to table payroll until after the Closed Session. **Trustee Hadnott** seconded the motion.

Upon Roll Call: Ayes: 4 Naes:0; Recues: 0 Absent: 2 Abstain: 0

Ayes: Clark, Hadnott, Hart, *Gardiner

Naes: Winston,

Recues: 0

Absent: Dawson, Lynch

Abstain: 0

Motion Approved: No

Sikich Update was Tabled due to Anthony Cervini's absence.

Trustee Winston had concerns regarding a check being held by the Village to Anthony Cervini. **VA Mitchell** stated Anthony was the one who suggested the check be held at the Village until he was able to attend the meetings. **Trustee Hart** and **Trustee Winston** suggested the Village should send him the check. **VA Mitchell** explained Anthony agreed it would be convenient for him to pick up the check when he attends the meeting.

OPEN TO THE PUBLIC:

No one from the public addressed the Board.

COMMUNICATIONS MAYORS OFFICE

Ronald J. Gardiner

Mayor Gardiner stated the real estate taxes will be late this year because of our Bond rating is too good for us to participate.

Approval of Request for Executive Closed Session under Section 2 (c) (1) Personnel with action to be taken and reason to reconvene at the end of the meeting.

Trustee Hadnott made the motion for approval; **Trustee Winston** second

Discussion: **Trustee Winston** asked is the closed session for principles (trustees) only? **The mayor** stated closed session is for the entire Board.

Upon Roll Call: Ayes 4 Naes: 0; Recues: 0 Absent:2 Abstain: 0

Ayes: Clark, Hadnott, Hart, Winston

Naes: 0

Recues: 0

Absent: Dawson, Lynch

Abstain: 0

Motion Approved: Yes

ATTORNEY'S REPORT

John F. Donahue

Motion to approve an Ordinance amending Section 102-439(b)(7) of the Village's Code of Ordinances to increase the period for challenging a notice of immobilization.

Trustee Hadnott made the motion for approval; **Trustee Winston** second

Discussion: Attorney Donahue stated this Ordinance is at the request of the Police Department. This is an Ordinance that gives a person who is receiving a boot a notice prior to them receiving the boot. This also gives residents more time to challenge the boot on their vehicle. **Deputy Chief Wilbanks** explained this is raising the days to challenge time from 21 to 30 days. This is a better process due to the mail being slower and other obstacles in receiving the notices.

Upon Roll Call: Ayes 5 Naes: 0; Recues: 0 Absent:1 Abstain: 0

Ayes: Clark, Hadnott, Hart, Winston

Naes: D

Recues: 0

Absent: Dawson, Lynch

Abstain: 0

Motion Approved: Yes

VILLAGE ADMINISTRATOR

Brian D. Mitchell

VA Mitchell states there has been an uptick in Mental Health issues. This uptick is being seen in other municipalities as well. To address this issue Ecom, The Village of Glenwood and other municipalities are forming a committee to address the issue.

If anyone has received an email from a former ECOM employee, please let **VA Mitchell**. He also states there no need for concern regarding the email from the former ECOM employee

Events:

- The Village attended a Ribbon cutting on Friday, September 16, 2022. The event was very successful.
- This Friday. September 23, 2022 is Movie night at Glenwoodie. The movie starts at 7:00 p.m.
- The Village will host a Recycling event Saturday, October 15, 2022, from 9:00a.m. to 1:00 p.m. at the Blakey Center.

DEPARTMENT REPORTS

Finance

Cynthia Smith

1. Memo for the ratification of the July and August 2022 bills for approval

Discussion: Treasurer Hopkins explained there were two payments (\$4,000 and \$6,000) paid; however, it was not itemized. The payments were not listed on the Bills Payables. Trustee hart stated she would like an explanation from **Finance Director Smith**. **FD Smith** explained there was no back up or break down of the payments in August from Glenwoodie. The payments were made via ACH. **Trustee Hadnott** raised a concern how the items did not add up.

Trustee Hadnott made the motion to **Table**; **Trustee Winston** second due to the numbers on the bills that were left out not adding up

Motion to Table Memo for the ratification of the July and August 2022 bills for approval to be tabled until **FD Smith** look through her emails

Upon Roll Call: Ayes 4 Naes: 0; Recues: 0 Absent:2 Abstain: 0

Ayes: Clark, Hadnott, Hart, Winston

Naes: D

Recues: 0

Absent: Dawson, Lynch

Abstain: 0

Motion Approved: Yes

After FD Smith verified her notes to the Board's satisfaction, **Trustee Hart** made the motion for approval; **Trustee Winston** second

Upon Roll Call: Ayes 5 Naes: 0; Recues: 0 Absent:1 Abstain: 0

Ayes: Clark, Hadnott, Hart, Winston

Naes: D

Recues: 0

Absent: Dawson, Lynch

Abstain: 0

Motion Approved: Yes

2. Treasury Report of Village bank balances as of August 31, 2022

FD Smith states this is just the bank statement the Trustees has requested as of August 31, 2022.

Trustee Hart states this document does not give useful information currently.

Treasurer Hopkins says the request is per the Board's request. This is just for informational purposes. He also states it's not the GL balance because it's not reconciled.

3. Pricing Proposal for Payment Service Network (PSN)

FD Smith presented a Payment Service network for the Village of Glenwood to add efficiency to our payment system. Our current system is EPAY. No action is to be taken at this time.

Trustee Winston asked **FD Smith** to investigate and obtain data for other companies who do not charge a service fee. **Trustee Hadnott** also asked if **FD Smith** can provide more data from other places such as Fifth-Third bank etc.

4. Memo highlighting the benefits of PSN services

No Discussion

Mayor Gardiner says we will bring this up in the next Board Meeting.

Public Works

Bill Manousopoulos

Public Works Director Bill Manous presented drawings for Strahan Park. The drawings included splash pads. Discussion took place regarding pricing and spacing. Pub Works Director states he is reaching out to grant writers to absorb some of the cost. The cost for both drawings is around \$485,000.00. The next steps are to get with the grant writer and bring cost and more details back to the Board.

NEW BUSINESS

Trustee Hadnott stated since there is not currently a budget, he is requesting a Special Board meeting. **Trustee Hart** suggested the first Tuesday of the month.

Mayor Gardiner says Sikich is behind in completing the Budget. He says administration is not far along enough to have a budget ready. **Mayor Gardiner** suggests the second Board Meeting in October due to Sikich being behind in giving the Village it's financial numbers,

Trustee Hart says she was at a Youth event spear headed by State Rep Thaddeus Jones.

Trustee Hart invites the **Village Administrator** and the Board to join resources with other Municipalities to engage youth by such things as having a relationship with the schools and giving school supplies for a start.

OLD BUSINESS

1. Sikich Update was Tabled due to Anthony Cervini's absence.

2. **Consideration for donation to Nellie Prather Foundation**

Rosemary Prather thanked Trustee Hart and Trustee Hadnott for their donation. She also requested the Village donate 42,000 for the Nellie Prather Foundation.

Trustee Hadnott offered Ms. Prather cleaning supplies to alleviate some of the cost to her business. **Trustee Hadnott** and **Trustee Hart** requested documents from Ms. Prather and will consider an amount for the foundation once the documents are provided. **Trustee Hart** says there is a process fund raising should be part of the process. The request is premature due to there is not enough information and the Village does not yet have a Budget. The consideration has been tabled.

Trustee Hadnott made the motion to table; **Trustee Hart** seconded

Upon Roll Call: Ayes 4 Naes: 0; Recues: 0 Absent:2 Abstain: 0

Ayes: Clark, Hadnott, Hart, Winston

Naes: 0

Recues: 0

Absent: Dawson, Lynch

Abstain: 0

Motion Approved: Yes

3. Consideration of the Appraisal for the Glenwood Plaza.

This is a discussion to see what the Board would like to see in the Glenwood Plaza.

Discussion: **Trustee Hadnott** led the discussion on an appraisal of the Plaza. He suggests that an evaluation be done on the property. **Trustee Hart** suggested an appraisal be done for the remaining parcels since Burger King, Washland and Chug a Lug were sold. **Attorney Donahue** some prices on the parcels we already own and bring back to the Board.

Trustee Hart made the motion for approval; **Trustee Winston** seconded

Upon Roll Call: Ayes 4 Naes: 0; Recues: 0 Absent:2 Abstain: 0

Ayes: Clark, Hadnott, Hart, Winston

Naes: 0

Recues: 0

Absent: Dawson, Lynch

Abstain: 0

Motion Approved: Yes

4. Approval of Payroll as of the date August 26, 2022, Corporate in the amount of \$109,038.00, Sewer & Water \$12,697.00, Glenwoodie \$33,984.00, Elected Officials \$5,833.00 **OVERTIME**: Police \$10,906.00, Sewer & Water \$1419.00, Public Works OT \$224.00 **TOTAL PAYROLL \$173,098.00**

Discussion: Trustee Hadnott asked if everything was good now. Trustee Hart agreed the payroll was satisfactory.

Trustee Hart made the motion for approval; **Trustee Hadnott** seconded

Upon Roll Call: Ayes 3 Naes: 1; Recues: 0 Absent:2 Abstain: 0

Ayes: Clark, Hadnott, Hart,

Naes: Winston

Recues: 0

Absent: Dawson, Lynch

Abstain: 0

Motion Approved: Yes

5. Ratification of July and August bills for approval.

Discussion: **FD Smith** explained the July and August ACH payments.

Trustee Hart made the motion for approval; **Trustee Hadnott** seconded

Upon Roll Call: Ayes 3 Naes: 1; Recues: 0 Absent:2 Abstain: 0

Ayes: Clark, Hadnott, Hart,

Naes: Winston

Recues: 0

Absent: Dawson, Lynch

Abstain: 0

Motion Approved: Yes

The Board entered into closed session at 8:45 p.m. to discuss Section 2 (c) (1) Personnel with action to be taken and reason to reconvene at the end of the meeting.

Mayor Gardiner stated to the public the Board will return after closed session.

The Board returned from closed session at 9:38 p.m.

MOTION TO ADJOURN:

MOTION TO ADJOURN SEPTEMBER 20, 2022, REGULAR BOARD MEETING

Trustee made the motion; Trustee seconded

Upon Roll Call: Ayes 5 Naes: 0; Recues: 0 Absent:0 Abstain: 0

Ayes: Clark, Dawson, Hadnott, Hart, Lynch, Winston

Naes: 0

Recues: 0

Absent: Dawson

Abstain: 0

Motion Approved: Yes

ADJOURNMENT: The September 20, 2022, Regular Board Meeting adjourned @ 9:40p.m.



Carolyn D. Williamson, Deputy Clerk

